

Maximum Payable Rate Worksheet

Employee Name _____

1. Employee is being placed in Demo level (Pay Plan, Series, Grade) 1. _____

2. Highest previous rate earned

a. Pay Plan, Series, Grade and Step 2a. _____

b. Annual Salary (If hourly, Multiply by 2087) 2b. _____

c. Last date employee earned the rate? 2c. _____

d. Did the employee hold the permanent grade for 90 days or longer:

Yes _____

No _____ Employee is not entitled to this rate.

3. Compare the employee's highest previous rate (Item 2b) with the Demo "Base" pay level scale in effect at the time the rate was earned. Select the increment as follows:

a. The highest previous rate was the SAME as increment 3a. _____

OR

The highest previous rate fell BETWEEN:

Increment _____ and Increment _____.

CHOOSE THE HIGHER INCREMENT FOR 3a.

b. Annual "Base" Salary for 3a. 3b. _____

4. Employee's highest previous rate is increment (3a. above) 4a. _____

CURRENT "Base" salary for this increment is 4b. _____

CURRENT "Payable" salary is 4c. _____

Signature

Date